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**SENT VIA EMAIL**

June 29, 2021

Amy & Silas Halloran-Steiner  
17504 SW Masonville Road  
McMinnville, OR 97128  
silashalloransteiner@gmail.com

Re: Downtown Design Review Approval

Dear Mr. & Mrs. Halloran-Steiner:

This is to advise you that, at a meeting of the McMinnville Historic Landmarks Committee on Thursday, June 24, 2021, your application for Downtown Design Review for New Construction (DDR 1-21) was reviewed and studied. The property in question is located at 631 NE First Street, and is also identified as Tax Lot 11300, Section 21BC, T. 4 S., R. 4 W., W.M.

Based on the material submitted, the testimony received, and the review criteria in Section 17.59.040 of the McMinnville Municipal Code, the Historic Landmarks Committee voted to **APPROVE** the application, subject to conditions.

Enclosed for your records is a copy of the signed land use Decision Document which includes the Historic Landmarks Committee's decision with Findings of Fact, Conclusionary Findings, and Conditions of Approval.

The Downtown Design Review for New Construction (DDR 1-21) approval included conditions of approval, which are included in your land use Decision Document. We have also outlined those conditions of approval below. Please note that we are providing the conditions of approval within this letter as a courtesy. The official Decision Document with the Findings of Fact, Conclusionary Findings and Conditions of Approval is a separate document and is enclosed with this letter for the applicant and is also on file with the Planning Department.

**Downtown Design Review for New Construction (DDR 1-21) Conditions of Approval**

1. That the applicant shall submit building permit applications prior to completing any work. The construction plans submitted with the building permit applications will be reviewed by the Planning Director for consistency with the written narrative, exhibits, drawings, and renderings submitted for review by the Historic Landmarks Committee, along with any revisions to respond to other conditions of approval.
2. That the plaza space be of a different material or finish (concrete scoring, etc.) to provide visual identification of the plaza space and differentiation between the plaza and the adjacent sidewalk and drive aisle spaces.

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3. That on the building permit construction plans submitted for the proposed building, all windows on the building shall be set flush to the inside face of the building so that they are recessed and not flush against the surface of the outer wall.
4. That the applicant shall provide samples or examples of the exterior building colors to the Historic Landmarks Committee for review and approval prior to application on the building.
5. That the railing on the third story balcony be removed and replaced with a parapet wall to the height necessary to maintain the belt course separating the second and third stories of the building.

Pursuant to Section 17.59.030(E) of the McMinnville Municipal Code, a decision by the Historic Landmarks Committee may be appealed to the Planning Commission within fifteen (15) days of the date of this letter. If no appeal is filed with the Planning Department on or before July 14, 2021, the decision of the Historic Landmarks Committee will be final.

If you have any questions regarding this matter, please feel free to contact me at (503) 434-7330.

Sincerely,



Chuck Darnell  
Senior Planner

CD

c: Marcia Mikesh, marcia@goodhut.com – SENT VIA EMAIL

Enclosure:

*Decision, Conditions, Findings of Fact and Conclusionary Findings of the McMinnville Historic Landmarks Committee for the Approval of a New Building at 631 NE 1<sup>st</sup> Street Within the Downtown Design Area (Docket DDR 1-21)*